

Moody Bible Institute Computer Use Policy

All Users of Moody Bible Institute Network

Policy

Information Systems is the MBI Department that provides access to the MBI network for all students, faculty, and staff. The MBI computer network consists of a campus-wide backbone network, local area networks, and many shared computers as well as personal desktop computers. Information Systems works to insure that network rights and responsibilities are not violated. This policy will be considered as a part of the "Student Life Guide" and "Employee Information Guide."

Rights

Members of the MBI community can expect certain rights as they use the network and its services.

Privacy: All members of the community are entitled to reasonable privacy in their electronic mail. However, it must be recognized that electronic communications are by no means secure, and that during the course of ordinary management of computing and networking services, network administrators may inadvertently view user files.

In addition, if a user is suspected of violations of the responsibilities as stated in this document, that user's right to privacy is superseded by the Institute's requirement to maintain the network's integrity and the rights of all network users. User files may be examined under the direction of the Executive Cabinet member responsible for the area and one other member of the Executive Cabinet or the Vice President of Information Systems in concurrence with the Executive Cabinet member responsible for the area.

Safety

While unwanted or unsolicited contact cannot be controlled on the network, network users who receive threatening communications should bring them to the attention of Information Systems and/or the Chief of Public Safety. Users must be aware, however, that there are many services on the Internet that might be considered offensive to groups of users, and therefore network users must take responsibility for their own navigation of the network.

Access

Information Systems under the direction of the Executive Cabinet reserves the right to limit access to certain areas of the Internet that are of questionable nature. The Employee Standards section of the Employee Information Guide and the Community Living Standards of the Student Life Guide will be used as guideline documents to identify what is of questionable nature.

Personal Use of Computer Resources

All students are given access to Moody Bible Institute's computer resources, hardware, software, and Internet access as part of their educational experience. The access of certain sites on the World Wide Web that are restricted during normal business hours may be unrestricted at other times. This does not include questionable sites as determined by the Executive Cabinet. If a site is restricted that you feel should not be restricted please contact Information Systems at Ext 4001. If you find a site of questionable nature please contact Information Systems at Ext 4001 so that we can take the appropriate action.

Security

All students and employees should take reasonable and appropriate action to protect the Institute's data, software, and computer equipment along with your data, software and computer equipment. Some of these actions may include but are not limited to:

- Signing off of all computer networks when you are not using them.
- Backing up critical data on a regular basis.
- Closing and locking doors when no one is present.

Responsibilities

There are also responsibilities that must be met as part of the privilege of network access. Network users are expected to live up to these responsibilities. If you violate a network responsibility, your network access may be suspended. Depending on the seriousness of the violation, you could be referred through the Institute disciplinary procedure process. Violations that also violate federal or state laws will result in referral to the appropriate legal authority.

1. You are responsible for the use of your MBI account. You may not give anyone else access to your account. **You will be held accountable for all usage on your account.** You must not use an MBI computer account that was not assigned to you. You may not try in any way to obtain a password for another user's computer account.
2. You are responsible for the security of your password. This includes changing it on a regular basis and making sure no one else knows it.
3. You are prohibited from the following:
 - a. Misrepresenting yourself or your data on the network.
 - b. Using MBI's network resources to gain or attempt to gain unauthorized access to any MBI or remotely connected computers.
 - c. Extending the campus LAN or Moody's WAN by connecting routers, switches, hubs, wireless access points, etc. without approval from Vice President of Information Systems or Division Manager of Network and System Support.
 - d. Performing an act that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
 - e. Running or installing on any of MBI's computer systems, or giving to another, a program which could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
 - f. Attempting to circumvent data protection schemes or exploit security loopholes.
 - g. Performing acts which are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others.
 - h. Attempting to monitor another user's data communications, nor may you read, copy, change, or delete another user's files or software, without permission of the user.
 - i. Violating the terms of software licensing agreements and copyright laws.

- j. Making copies of copyrighted material (software programs, music files, video files, audio files, etc.) or making copyrighted material available on the network unless permitted by the software license agreement. We recognize that some material that is available on the Internet may not be copyrighted. But we are required by law to support the prosecution of any individual or individuals who make or distribute copyrighted material.
4. The following types of information or software cannot be placed on any Institute-owned computer system:
 - a. That which infringes upon the rights of another person.
 - b. That which gives unauthorized accesses to another computer account or system.
 - c. Software that will violate any copyright laws.
 - d. All anti-virus software is required to be up to date.
 5. Network and computer resources are provided to support the mission of the Institute; these resources may not be used for private commercial purposes.
 6. Any network traffic exiting the Institute is subject to the acceptable use policies of the Internet, rules of discussion forums in which you participate, and to the policies listed here. See the Qwest Acceptable Use Policy.
 7. Information that is published electronically using World Wide Web, Kiosks, Bulletin Board Systems, or similar electronic applications for broad general consumption outside of the Institute shall be subject to the same standards as conventional publications with respect to the representation of the Institute.
 8. Access to information resources beyond the Institute's network (e.g. the Internet) is available and encouraged. However, accessing these resources through a means other than the MBI network while connected to the MBI network (e.g. accessing the Internet through a personal account via modem) may cause a security risk and is therefore prohibited. This includes but is not limited to CompuServe, America Online (AOL), an Internet account through an independent Internet Service Provider, etc. In most cases, the same services provided by other providers can be obtained via the Institute's Internet connection.

Information Systems and your department head or dean should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks.

Copyright Guidelines

All use of copyrighted material must conform to copyright laws and guidelines.

Software

Unless you have written a program for your personal use, you do not have the right to make and distribute copies of programs (software, music files, video files, audio files, etc.) without specific permission of the copyright holder.

Software programs are protected by Section 117 of the 1976 Copyright Act. Federal copyright laws protect most MBI software; Educational institutions are not exempt from these laws. Software is also protected by the license agreement between supplier and purchaser.

The issue of copyright laws is a serious matter as it pertains to software. An organization called the Software Publishers Association (SPA) has the right to come in and inspect for legal copies of software. This means that for every copy of software that we have on a computer we need a license indicating

that we purchased it or it was received from someone for no charge. There are cases where companies have been fined hundreds of thousands of dollars because they could not prove that they owned the legal right to use the software. So far educational institutions have not been looked at, but the SPA is starting to look at the big universities as possible violators. Thus, we need to ensure that we have legal copies of software on all of our computers.

See link below for Qwest Acceptable Use Policy

<http://www.qwest.com/leal/usaQePolicv.html>

Definitions

If you have questions or concerns about the execution of this policy, you may contact the Information Systems Help Desk at x4001 or 4001@moody.edu for assistance.